

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE**

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu-driven database system. The INTERNET address GSA *Advantage!* is: GSAAdvantage.gov.

SCHEDULE NUMBER **520**

SCHEDULE NAME **FINANCIAL AND BUSINESS SOLUTIONS (FABS)**

FEDERAL SUPPLY **520, PART 1**
GROUP

SIN(S): **520-12**

CONTRACT NUMBER: **GS-23F-0035V**

CONTRACT PERIOD: **FEBRUARY 26, 2014 – FEBRUARY 25, 2019**

CONTRACTOR: **ERLUKE CONSULTING, LLC**
 7230 TWELVE OAKS DRIVE
 FAIRFAX STATION, VA 22039-1528

Point of Contact: **Eric Lukavec**
 e-mail: **erluke@cox.net**
 Tel: **703-272-7119**
 Fax: **571-269-3615**
 Web: **www.erluke.com**

Business Size: **Small**

CUSTOMER INFORMATION

1a	Awarded SIN:	520-12 Budgeting
1b	Lowest Priced Item	N/A
1c	Hourly Rates	See Below
2	Maximum Order:	520-12 - \$1,000,000
3	Minimum Order:	\$100
4	Scope of Delivery:	CONUS
5	Point of Production:	Fairfax Station, VA (Fairfax County)
6	Discounts:	See attached price list. Prices shown are net of discount.
7	Volume Discounts:	None
8	Prompt Payment:	Net 30 Days Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9a	Government Purchase Cards	Government Purchase Cards must be accepted at or below the micro-purchase threshold.
9b		Contract will accept the Government Commercial Credit Card above the micro-purchase threshold, with no additional discount extended to the government for its use.
10	Foreign Items:	None
11	Delivery Time:	
	a. Normal:	As Agreed Upon with Ordering Activity
	b. Expedited	Contact Contractor for Availability
	c. Overnight & 2-day delivery	Contact Contractor for Availability
	d. Urgent Requirements	Contact Contractor for Availability
12	FOB:	Destination
13	Ordering Address:	Same as Contractor address
	Ordering procedures:	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules)
14	Payment Address:	Same as Contractor address
15	Warranty:	Standard Commercial Warranty
16	Export packing charges, if applicable:	N/A

- 17 Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): N/A
- 18 Terms and conditions of rental, maintenance, and repair (if applicable): N/A
- 19 Terms and conditions of installation (if applicable). N/A
- 20 Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). N/A
- 20a Terms and conditions for any other services (if applicable). N/A
- 21 List of service and distribution points (if applicable): N/A
- 22 List of participating dealers (if applicable): N/A
- 23 Preventive maintenance (if applicable): N/A
- 24a Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A
- 24b Section 508 Compliance for EIT: N/A
- 25 DUNS Number: 602495835
- 26 CCR Registration: Yes (Cage: 48Z46)

GSA Pricing

	Feb-2014	Feb-2015	Feb-2016	Feb-2017	Feb-2018
Program Manager	148.35	151.32	154.34	157.43	160.58
Senior Training Specialist	116.09	118.41	120.78	123.19	125.66
Training Specialist	65.93	67.25	68.60	69.97	71.37
Data Technician	60.44	61.64	62.88	64.13	65.42
Subject Matter Expert V	132.96	135.62	138.33	141.10	143.92
Subject Matter Expert IV	129.66	132.26	134.90	137.60	140.35
Functional Area Specialist	106.04	108.16	110.32	112.53	114.78

Labor Category Descriptions

PROGRAM MANAGER

Minimum Experience: 15(+) years experience working in the areas of human resource management, program and budget management, logistic management, or operations management.

Functional Responsibilities: Plans, coordinates, and directs program designed to ensure required continuous capabilities are provided consistent with established standards, goals, objectives and available resources. Supervises the services provided and ensures that the program is scheduled, funded, and executed in a professional manner from project beginning to conclusion. Synchronizes all aspects of program: personnel, training, sustainment and funding. Develops and analyzes statistical data and capability specifications to ensure quality and reliability expectancy of capability. Formulates and maintains quality control objectives. Coordinates objectives and procedures with

functional managers maximize capability and minimize costs. Directs, through intermediate personnel, workers engaged in inspection and testing activities to ensure continuous control over resources. Plans, promotes, and oversees training activities to maintain capability. Develop and execute program plans and prioritize and program future and current year resources, de-conflict resourcing shortfalls; project funding streams for elements of cost; monitor program budget execution; and provide time-sensitive assessments and recommendations.

Minimum Education: Graduate Degree (MA/MS) Through knowledge of the DoD Planning, Programming, Budgeting and Execution (PPBE) system

SENIOR TRAINING SPECIALIST

Minimum Experience: 10 years specific training or teaching experience in human resource management, logistic management and financial and program management.

Functional Responsibilities: Develops long-range, mid-term, and short-range training strategies that will effectively link ends, ways, and means (end-state, methods, and resources) for achieving strategic and operational training objectives; Develops, drafts, and coordinates campaign, operational, and concept plans that provide the roadmap for executing a defined training strategy; Reviews, provides analysis, and makes recommendations on existing training strategies and plans. Conducts instruction in the core competency of human resource management, logistic management and financial and program management.

Minimum Education: Undergraduate Degree (BA/BS) in education, human resource management, management, or finance.

TRAINING SPECIALIST

Minimum Experience: 5 years specific experience in one of the following areas: human resource management, budget and financial management, business management.

Functional Responsibilities: Conducts task analysis to determine training requirements; Reviews and assesses training programs of instruction (POIs) to ensure organizational training objectives are achieved; and develops POIs and provide instruction. Reviews, and provides analysis on existing training strategies and plans. Develops and prepares operational and training briefings in support of an organization's operational functions. Duties include assisting in curriculum development, research subject matter material, and assist in the preparation for subject presentation.

Minimum Education: Undergraduate Degree (BA/BS) must have knowledge of Microsoft word, power point, and excel.

DATA TECHNICIAN/COST ANALYSIS/BUDGET ANALYST

Minimum Experience: Work experience required, prefer experience in cost budget, or schedule analysis as well as a demonstrated capability to organize, integrate, and manage multi-disciplined program tasks.

Functional Responsibilities: Entry level position. Assists in conducting Program Management to achieve program objectives, to include: developing program plans; prioritizing resources, de-conflict funding shortfalls, monitoring Program Budget Execution, providing assessments, and preparing necessary documentation. Uses Government accounting systems to perform analysis of programs

providing cost, budget, and schedule analysis including preparation of financial and management reports. Data technicians prepares cost estimates from collected cost and technical data, develops estimating methods to include modeling and statistical analysis. Data technicians work under the direct supervision of Program Manager, Senior Training Specialist, Functional area specialist or the Subject Matter experts.

Minimum Education: Desired Bachelor's degree in business, computer science or mathematics is preferred.

SUBJECT MATTER EXPERT LEVEL V

Minimum Experience: 15 years of general experience at the corporate level with general competencies in the business areas of programming and budget, human resources, strategic planning, and marketing. Also requires knowledge of integrating all business aspects into a functional operation.

Functional Responsibilities: Develops long-range, mid-term, and short-range strategies that will effectively link ends, ways, and means (end-state, methods, and resources) for achieving organizational strategic and operational objectives; develops, drafts, and coordinates campaign, operational, and concept plans that provide the roadmap for executing a defined strategy; and provides analysis, and make recommendations on existing strategies and plans. Identifies required Interagency coordination: assesses and develops required interagency partnerships to achieve strategic and operational objectives, ensures continued interagency coordination to maintain necessary situational awareness and operational effectiveness, and provides access and conduct liaison with the state and federal interagency partners. Additionally, provides operational expertise to ensure effective integration of communications technologies, and assists in development of architectures that support emerging Homeland Security (HLS) requirements for federal, state, and local real-time communications.

Minimum Education: Graduate Degree (MA/MS) in business management, public administration, or human resource management. Certification in Financial Management or Accounting can substitute for five years of experience.

SUBJECT MATTER EXPERT LEVEL IV

Minimum Experience: 10 years of general experience at the corporate level with general competencies in the business areas of programming and budget, human resources, strategic planning, and marketing. Also requires knowledge of integrating all business aspects into a functional operation.

Functional Responsibilities: Identifies required Interagency coordination: assesses and develops required interagency partnerships to achieve strategic and operational objectives, ensures continued interagency coordination to maintain necessary situational awareness and operational effectiveness, and provides access and conduct liaison with the state and federal interagency partners. Conduct assessments to determine organizationally required capabilities based on a systemic strategy to capability analysis, develops and implement processes that prioritize required capabilities based on available resources, coordinates, synchronizes, and oversees programmatic initiatives, and assists in conducting Program Management reviews in order to achieve Structured Force Development. Guides users in formulating programs that effectively achieves the goals and objectives of an organization.

Assists Program manager or other subject matter experts in development of architectures that support emerging Homeland Security (HLS) requirements for federal, state, and local real-time communications.

Minimum Education: Undergraduate Degree (BA/BS). Certification in Financial Management or Accounting can substitute for five years of experience.

FUNCTIONAL AREA SPECIALIST

Minimum Experience: 3 years at the corporate level with specific competencies in the business areas of either one or more of the following: program and budget, financial management, human resource management and education.

Functional Responsibilities: Works independently or under general direction on complex application problems involving all phases of functional (statistical) analysis to provide resolution. Provides direct support to consultants and other senior personnel conducting consulting activities utilizing creativity and sound judgment involving unusual and complex management and technical problems. Fully capable of performing all functions of the Planning, Programming, Budget and Execution (PPBE) financial operation and capabilities of proposed models. Provides expert level guidance on assigned tasks management process. Must have requisite skills and expertise to pull together and explain daily, weekly and monthly status of funds reports. These reports are normally in the financial management or manpower analysis areas. Functional Area Analyst must have expertise in Acquisition Planning documentation, Performance Work Statements (PWS) and Acquisition Strategies. May provide supervision to other staff. Develops and updates operating manuals outlining established methods of performing work in accordance with organizational policy. Trains clients or user personnel in the

Minimum Education: Undergraduate Degree (BA/BS).

